

Kent County Council

Job Description: Systems Team Leader – Fair Access

Directorate: Children, Young People and Education
Unit/Section: Fair Access
Coordinated Admissions
Grade: KR7
Responsible to: County Coordinated Admissions Manager

Purpose of the Job:

To administer the admissions process in an accurate and timely manner to ensure compliance with legislation and provide high quality guidance to parents, schools, and other parties throughout the year. To act as administrators for admissions software and the online portal and providing training and support to other users.

Main duties and responsibilities:

- 1) To apply deep understanding of admissions policy in delivering the department's statutory requirements and ensuring relevant legislation, policy and guidance is followed
- 2) To lead and manage yearly projects independently (for example, books & leaflets, individual school admissions and Gurkha Battalion moves).
- 3) To act as the first point of contact for parents, schools and other Local Authorities including managing and resolving complex queries and handling routine requests for information.
- 4) To undertake data entry, import and export into/from the admissions database, and to ensure appropriate data quality checks are made regularly and routinely.
- 5) Develop and provide training and assistance to Kent primary and secondary schools with regards to all stages of the coordinated admissions process, including ranking and online admissions.
- 6) Apply technical knowledge of GIS systems to provide distances and maps on request
- 7) Identify the need for improvements to work practices and implement changes to existing processes

- 8) Ensure tasks are planned and prepared in advance of when they are required to allow process to run smoothly

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Qualifications	NVQ level 3 or equivalent qualification or demonstrable equivalent knowledge and skills
Experience	<p>Some experience of working in local government, such as within education or similar setting.</p> <p>Experience of working in a team that handles a high volume of data and information.</p>
Skills and Abilities	<p>Good communication skills (verbal and written) and interpersonal skills are necessary to successfully perform the duties of this post.</p> <p>Project management skills</p> <p>Ability to understand complex tasks and learn quickly to adapt to new systems and ways of working</p> <p>Ability to understand and manage data and information and accurately input and extract information using data systems</p> <p>Ability to work with colleagues from different teams and across organisational boundaries</p> <p>The postholder must be able to prioritise and organise a heavy workload.</p>
Knowledge	<p>Good level of knowledge of computer systems and software required including supporting pupil management systems</p> <p>Knowledge of schools admissions code and Kent's admissions scheme including Kent Test</p>
Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer

	<p>challenge</p> <ul style="list-style-type: none"> • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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